



State of Indiana eCivis Grants Network Grantor User Guide

Managing Subrecipient Tasks & Reports

January 2025

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Purpose

The purpose of this user guide is to provide specific instructions on creating and managing activity and financial reports, as well as creating and management program amendments.

Step 1: Managing the Subrecipient Tasks

1) The Agency eCivis user will navigate from the Home Page and under the **Grant Management** tab click the *Subrecipient Management* link. This will open the **Program Dashboard**. The Agency eCivis user will scroll down to the **Program Solicitation** and find the desired program and click on the program title link.

The screenshot illustrates the navigation path for Step 1. It starts with the 'Grant Management' tab selected in the top navigation bar, with a sub-menu showing 'Subrecipient Management'. Below this, the 'Program Dashboard' is visible, featuring buttons for 'Add New Program', 'Generate Task Report', 'Generate Funding Source Report', and 'Public Solicit'. The 'Program Solicitations' section is highlighted, showing a table with columns for Department, Title, Program Type, Status, Total Funding, and Actions. Two rows are visible: one for 'Marine Bridge Unit' and another for 'marine highways mon 20'. Red boxes and arrows indicate the user's path from the 'Subrecipient Management' link to the 'Program Dashboard', then to the 'Program Solicitations' section, and finally to the 'marine highways mon 20' link.

Department	Title	Program Type	Status	Total Funding	Actions
Alpha	Marine Bridge Unit	N/A	Published	\$5,000,000.00	Actions
Alpha	marine highways mon 20	N/A	Published	\$3,000,000.00	Actions

2) This takes the Agency eCivis user to the **Program Detail** page. Scroll down and find the Subrecipient Award that you want to manage and click on the project name link.

Program Detail
marine highways mon 20 Published

Department: Alpha
 Total Funding: \$3,000,000.00
 Application Period: 07/01/2024 - 12/31/2024

Subrecipient Reporting | Subrecipient Monitoring | Add Task | Edit Solicitation | Application Management

Award Recommendation Approval
 You currently have no pending recommendation approvals. Click the reload button to refresh.

Subrecipient Awards

Project	Organization	Award Manager	Award Type	Status	Contract Start	Contract End	Total Award
Marion County Safety	doe	M. OMalley2024	N/A	Awarded	07/01/2024	07/01/2025	\$1,000,000.00

3) Once the award has been chosen, the **Subrecipient Details** page will appear and the Agency eCivis user can begin to manage the award utilizing the features available on this page. The **Subrecipient Detail** page begins with the **Award Detail** section which summarizes the award details.

Subrecipient Detail

Award Detail

Subrecipient: Marion County Safety	Program: marine highways mon 20
Organization: doe	Award/Contract Number: 00700_0000121998_00700
Project: caitlin clark program	EIN: 12-1234567
Award Manager: Mark OMalley2024	Subrecipient Risk: Low
Award Status: Awarded	Priority: Low
Approval Date: 06/19/2024 - View Approval Workflow	Award Type: N/A
Approved Amount: \$1,000,000.00	
Total Federal Award: \$0.00	
Total Other Award: \$1,000,000.00	
Total Match: \$0.00	
Performance Period: 07/01/2024 - 07/01/2025	

4) The **financial summary** section provides an overview of the financial status of the award.

	Advance	Reimbursement	Total Disbursed	Pending Disbursement
Total Disbursed	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

	Spend	Match	Spend + Match	% Match
Total Approved	\$ 1,000,000.00	\$ 0.00	\$ 1,000,000.00	0 %
Total Spend	\$ 0.00	\$ 0.00	\$ 0.00	0 %
Total Remaining	\$ 1,000,000.00	\$ 0.00	\$ 1,000,000.00	0 %

	Received	Expended	Balance
Program Income	\$ 0.00	\$ 0.00	\$ 0.00

Step 2: Award Activities

This section of the Subrecipient Detail page is located right under the financial summary. All Activity and Financial reports that are submitted by subrecipients are tracked in the Award Activity section. You have the option to view, not approve, the activities from this page.

Subrecipient Detail

Award Detail

Subrecipient: Test
Organization: doe
Project: caitlin clark program
Award Manager: Mark OMalley2024
Award Status: Awarded
Approval Date: 06/19/2024 - [View Approval Workflow](#)

Program: marine highways mon 20
Award/Contract Number: 00700_0000121998_00700
EIN: 12-1234567
Subrecipient Risk: Low
Priority: Low
Award Type: N/A

[Manage Subrecipient](#) [Financial Tasks](#) [Subrecipient Monitoring](#)

	Advance	Reimbursement	Total Disbursed	Pending Disbursement
Total Disbursed	\$ 0.00	\$ 2,010.00	\$ 2,010.00	\$ 10.00

Award Activity

Activity	Reporting Period	Original Submitted Date	Current Status	Actions
Financial Report	11/01/2024 - 11/06/2024	11/06/2024	Pending Approval	Actions
Activity Report	11/01/2024 - 11/07/2024	11/06/2024	Pending Approval	View Report

1) If the Agency eCivis user would like to review the financial report that the subrecipient submitted, click the View Report link.

2) The financial report information is in the Financial Report Details section of the screen.

Financial Report Details

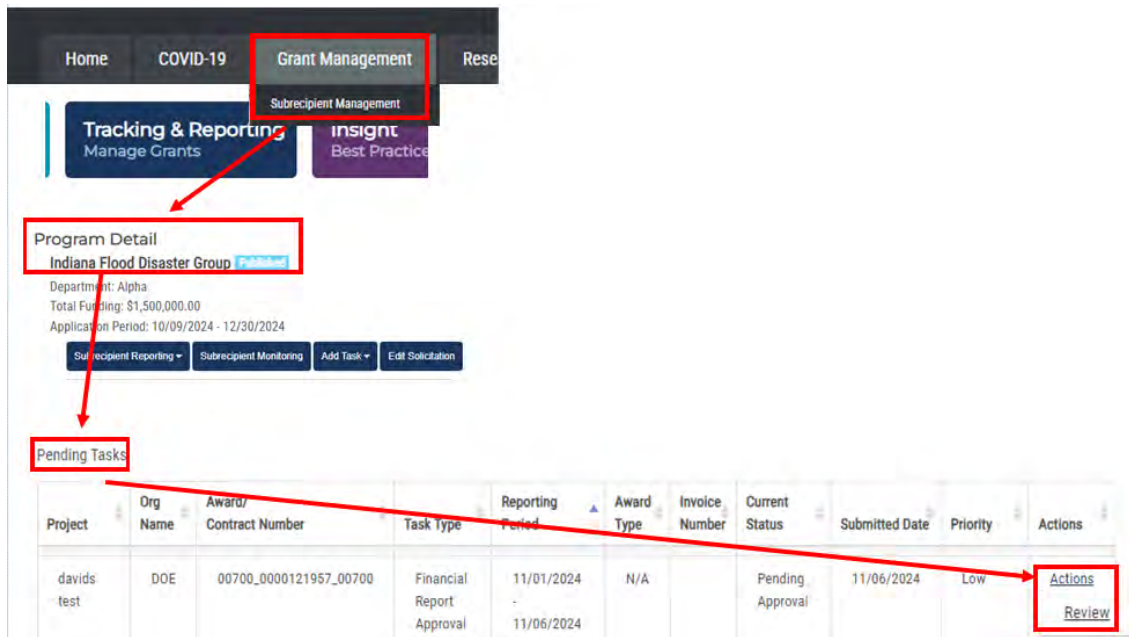
Reporting Period: 11/01/2024 - 11/06/2024

Invoice number:

Receiver ID:

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
Personnel	\$ 10.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 1,000.00

3) If the Financial Report Approver would like to approve the request, the report must be reviewed/approved in the **Pending Tasks** section on the **Program Detail** page. The Agency eCivis user will navigate from the Home Page and under the Grants Management tab click the Subrecipient Management link. This will open the Program Dashboard, and the Agency eCivis user will find the Pending Tasks table, which the Financial Report Approval task is located. The Agency eCivis user will click on Actions then Review.



4) This will open the **Award Detail Page**. The Agency eCivis user will review and enter the following information.

- a. **Reporting Period:** Review the start and end date entered by the Subrecipient.
- b. **Invoice Number:** Enter the invoice number for this reimbursement request. This must be done prior to the final approval, if more than one approver is part of the workflow. The invoice number is one of the two fields required for the PeopleSoft query that SBA wrote to match the payments made by the Comptrollers Office. If this is not entered, the agency must manually mark the Financial Report paid after the Comptrollers Office pays the invoice.
- c. **Budget Categories:** Review the Spend column to make sure the appropriate amount has been requested.

The 'Financial Report Details' form shows the following information:

- Reporting Period:** 11/01/2024 - 11/06/2024
- Invoice number:** (Input field highlighted with a red box)
- Receiver ID:** (Input field)

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Personnel	\$ 10.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 1,000.00

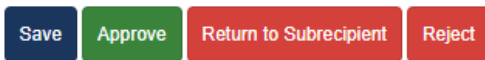
5) The **Allocate Funding** Section will need to be completed, and the full requested amount must be entered by the Agency eCivis user into the amount box on the right-hand side of the section. Once the Amount Requested for reimbursement matches the Allocation Total, the Allocation Total box will turn Grey and the Agency eCivis user can proceed.

Amount Requested for Reimbursement: \$10.00

Allocate Funding:

	Program Funding Available	Allocation Approved	Allocation Available	Amount
US10067 Coastal Zone Management (CZM) Projects of Special Merit (PSM) Competition - FY 2025	\$ 478,000.00	\$ 2,000.00	\$ 1,990.00	\$ 10.00
Allocation Total		\$ 2,000.00	\$ 1,990.00	\$ 10.00

6) After reviewing any further narratives or attached files that may be a part of the agency's protocol, the Finance Approver will scroll to the bottom of the page and click on the Approve button to finalize the reimbursement request.



7) Once the request is approved, the status of the report will turn to *Approved / Awaiting Payment*. Once the Comptrollers Office pays the invoice, the following day it will be marked as *Paid* in eCivis, as long as the Agency eCivis user entered the invoice number. A record of the Financial Report will be kept in the Subrecipient Detail Page.

Subrecipient Detail

Award Detail

Organization: DOE
 Project: davids test
 Award Manager: Mark OMalley2024
 Award Status: Awarded
 Approval Date: 10/23/2024 - [View Approval Workflow](#)
 Approved Amount: \$1,000.00 +

Program: Indiana Flood Disaster Group
 Award/Contract Number: 00700_0000121957_00700
 EIN: 12-1234567
 Subrecipient Risk: Low
 Priority: Low
 Award Type: N/A

Manage Subrecipient | Financial Tasks | Subrecipient Monitoring

Award Activity

Activity	Reporting Period	Original Submitted Date	Invoice Number	Current Status	Actions
Financial Report	11/01/2024 - 11/06/2024	11/06/2024		Approved / Paid	Actions
Activity Report	11/01/2024 - 11/07/2024	11/06/2024		Pending Approval	Actions

8) If any part of the request needs to be addressed by the subrecipient, the *Return to Subrecipient* button can be clicked. An automated email from eCivis will be sent to the subrecipient indicating that a change is requested by the Agency. The Subrecipient will need to click on the *Here* hyperlink to be taken to the Change request located in their portal account.



Your Financial Report for the following program has a response:

Program: Indiana Flood Disaster Group
Project: davids test
Award/Contract Number: 00700_0000121957_00700
Financial Report: 11/01/2024 - 11/06/2024
Status: Changes Requested

Review Comment:

please file again

You may view your Financial Report [here](#)

Sincerely,

For more description of the Financial Report Approval Process go to **Award Management for Subrecipient User Guide**. The review/approval process for the **Activity Reports** is the same except there are no financial details to review/complete in the process.

Step 3: Subrecipient Pending Tasks

This section is where the Agency eCivis user can see the cadence they set for the subrecipient for the Activity and Financial reports or any other tasks that are upcoming.

The screenshot displays the 'Subrecipient Pending Tasks' section. At the top, there is a 'Subrecipient Detail' box containing award information: Subrecipient: Test, Organization: doe, Project: caitlin clark program, Award Manager: Mark OMalley2024, Award Status: Awarded, Approval Date: 06/19/2024 - [View Approval Workflow](#). Additional details include Program: marine highways mon 20, Award/Contract Number: 00700_0000121998_00700, EIN: 12-1234567, Subrecipient Risk: Low, Priority: Low, and Award Type: N/A. Below this are buttons for 'Manage Subrecipient', 'Financial Tasks', and 'Subrecipient Monitoring'. A financial summary table shows: Advance (\$ 0.00), Reimbursement (\$ 2,010.00), Total Disbursed (\$ 2,010.00), and Pending Disbursement (\$ 10.00). The 'Subrecipient Pending Tasks' section features buttons for 'Redefine Financial Report Tasks' and 'Redefine Activity Report Tasks'. A search bar and a 'Show 10 entries' dropdown are present. A table lists three 'Activity Report Request' tasks with due dates of 11/04/2024, 11/11/2024, and 11/18/2024, each with an 'Actions' link.

Task Type	Due Date	Actions
Activity Report Request	11/04/2024	Actions
Activity Report Request	11/11/2024	Actions
Activity Report Request	11/18/2024	Actions

The Agency eCivis user can change the cadence of the Financial Report or Activity Report or create one, if it was not set during the award phase. If the agency did not set a cadence for the financial reports and would like to do that from the **Subrecipient Pending Task Section**, click the *Redefine Financial Report Tasks* > button. A new window will open and the Agency eCivis user can set a cadence for the financial reports.

Subrecipient Pending Tasks

Redefine Financial Report Tasks

Redefine Activity Report Tasks

Define an optional frequency for the Financial Report task

Frequency: Monthly

Interval: Every month

On: A day of the month 1 The last day of the month

Starting: 11/01/2024

Until: 11/01/2025

Once the frequency is set, click the *OK > button* and the **Subrecipient Pending Task Section** will now be updated with the new cadence for the Financial Reports. This same process can be done for the Activity Reports.

Subrecipient Pending Tasks

Redefine Financial Report Tasks

Redefine Activity Report Tasks

Show 10 entries

Search:

Task Type	Due Date	Actions
Financial Report Request	12/01/2024	Actions
Activity Report Request	12/01/2024	Actions
Financial Report Request	01/01/2025	Actions
Activity Report Request	01/01/2025	Actions

Step 4: Award Amendments

In the third and final section of the **Subrecipient Detail Page**, the **Award Amendments Section** is a record of all the amendments along with their statuses associated with the award. Clicking on View Amendment will provide view only access.

The screenshot shows the 'Subrecipient Detail' page. At the top, there is a 'Subrecipient Detail' header. Below it, the 'Award Detail' section contains the following information:

- Subrecipient: Test
- Organization: doe
- Project: caitlin clark program
- Award Manager: Mark OMalley2024
- Award Status: Awarded
- Approval Date: 06/19/2024 - [View Approval Workflow](#)
- Program: marine highways mon 20
- Award/Contract Number: 00700_0000121998_00700
- EIN: 12-1234567
- Subrecipient Risk: Low
- Priority: Low
- Award Type: N/A

Below the award details are three buttons: 'Manage Subrecipient', 'Financial Tasks', and 'Subrecipient Monitoring'. Underneath these is a table with columns for 'Advance', 'Reimbursement', 'Total Disbursed', and 'Pending Disbursement'. The 'Total Disbursed' column shows a value of \$ 2,010.00.

At the bottom, there is an 'Award Amendments' section with a table:

Amendment Date	Amendment Type	Current Status	Actions
11/05/2024	Grantor Amendment Approval	Pending Subrecipient Acceptance	View Amendment

1) If the Agency eCivis user wants to create a Grantor Initiated Amendment, the Agency eCivis user will go to the **Subrecipient Detail** page and click the *Manage Subrecipient* > button. Select the *Create Amendment* option in the drop-down box.

The screenshot shows the 'Subrecipient Detail' page. At the top, there is a 'Subrecipient Detail' header. Below it, the 'Award Detail' section contains the following information:

- Organization: DOE
- Project: davids test
- Award Manager: Mark OMalley2024
- Award Status: Awarded
- Approval Date: 10/23/2024 - [View Approval Workflow](#)
- Approved Amount: \$1,000.00 +
- Total Federal Award: \$1,000.00
- Total Other Award: \$0.00
- Total Match: \$0.00
- Performance Period: 11/01/2024 - 11/01/2025
- Program: Indiana Flood Disaster Group
- Award/Contract Number: 00700_0000121957_00700
- EIN: 12-1234567
- Subrecipient Risk: Low
- Priority: Low
- Award Type: N/A

Below the award details are three buttons: 'Manage Subrecipient', 'Financial Tasks', and 'Subrecipient Monitoring'. The 'Manage Subrecipient' button is highlighted with a red box, and its dropdown menu is open, showing the following options:

- Subrecipient Details
- Award Files
- Add A Miscellaneous Task
- Add A Monitoring Task
- Create Amendment**

Below the dropdown menu is a table with columns for 'Advance', 'Reimbursement', 'Total Disbursed', and 'Pending Disbursement'. The 'Total Disbursed' column shows a value of \$ 0.00.

2) The **Amendment Details** section will auto populate with subrecipient detailed information.

Amendment details:

Organization Name: *

Project Name: *



EIN:

Performance Period End: * 

Award/Contract Number:




3) If the Grantor Initiated Amendment requires a financial change, there is a box that must be selected to indicate the financial change. This will trigger a financial section to appear beneath the checkbox and the Agency eCivis user will click the *Amendment Budget* link. This will trigger a new screen to appear.

This amendment includes a financial change

View/Edit Amendment Budget: [Amendment Budget](#) 
[Award Budget \(Active\)](#) 

4) To amend the budget, the Agency eCivis user will need to click the red *Unlock* icon, which will unlock the budget page. The Agency eCivis user will locate the budget line to update and click on and enter in the proposed financial change.

Budget Stage: Post-Award


Actions:   

Budget Settings

Budget Items

4. Equipment

Equipment Totals:			\$0.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Equipment	Equipment	0.00	\$0.00	\$0.00	\$0.00		Direct Cost

 Add Row

5) Once all changes are made, the Agency eCivis user will scroll to the top of the page and click the *Save Changes > button*.

Budget Stage: Post-Award

Actions:     

\$2,100.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$2,100.00	Total Amount (Direct + Indirect)

6) The Agency eCivis user will close the window and go back to the Award Details page. The Agency eCivis user can then add any formal documents if needed to be included with the task to be sent to the subrecipient. Adding a narrative is required before clicking the *Send for Approval > button*.

7) The completed Amendment will appear on the **Subrecipient Detail Page**, in the **Award Amendments** section, but can only be viewed and not approved from this location.

Award Amendments

Amendment Date	Amendment Type	Current Status	Actions
11/05/2024	Grantor Amendment Approval with Finance	Approved	View Amendment
11/11/2024	Grantor Amendment Approval with Finance	Pending Approval	View Amendment

Step 5: Grantor Initiated Amendment Task Approval

1) The Grantor Amendment approver can go to the Program Dashboard to access this amendment. The task will be in the Pending Task section on the Program Dashboard. The Agency eCivis user will click on the Visit Program link which will trigger the Program detail page to appear.

The screenshot shows the Grant Management interface. The 'Grant Management' menu item is highlighted with a red box. Below it, the 'Subrecipient Management' menu item is also highlighted. A red arrow points from the 'Grant Management' menu to the 'Program Dashboard' section. The 'Program Dashboard' section has a red box around its title. Below the dashboard title, there are buttons for 'Add New Program', 'Generate Task Report', 'Generate Funding Source Report', and 'Public'. A red arrow points from the 'Your Pending Tasks' section to the 'Visit Program' link in the 'Actions' column of the table below.

Program	Project	Org Name	Task Type	Priority	Actions
Indiana Flood Disaster Group	davids test	DOE	Grantor Amendment Approval with Finance	Low	Visit Program

2) The Grantor Amendment task will be in the **Pending Task** section. The Agency eCivis user will click the *Actions > link* and then the *Review > button*.

The screenshot shows the Program Detail page for 'Indiana Flood Disaster Group'. The 'Program Detail' title is highlighted with a red box. Below the title, there is information about the department, total funding, and application period. A red arrow points from the 'Subrecipient Reporting' button to the 'Pending Tasks' section. The 'Pending Tasks' section has a red box around its title. Below the 'Pending Tasks' title, there is a table with columns for Project, Org Name, Award/Contract Number, Task Type, Current Status, Submitted Date, Priority, and Actions. A red arrow points from the 'Actions' column of the table to the 'Actions' link in the 'Actions' column of the table below.

Project	Org Name	Award/Contract Number	Task Type	Current Status	Submitted Date	Priority	Actions
davids test	DOE	00700_0000121957_00700	Grantor Amendment Approval with	Pending Approval	11/11/2024	Low	Actions

3) This will trigger the Subrecipient Detail page to appear. The Agency eCivis user will scroll down to the Total Amendment Budget Requested and will need to type in the Requested Budget into the Subrecipient Award box.

Subrecipient Detail

Award Details:
Organization: DOE
Project: davidstest
Award Manager: Mark OMalley2024
Award Status: Awarded
Approval Date: 10/23/2024
Approved Amount: \$2,000.00

Program: Indiana Flood Disaster Group
Award/Contract Number: 00700_0000121957_00700
EIN: 12-1234567
Subrecipient Risk: Low
Priority: Low
Award Type: N/A

View Budget:
Total Amendment Budget Requested: **\$2,100.00**
[Amendment Budget](#)
[Award Budget \(Active\)](#)
Total Match Requested: \$0.00

Allocate Funding:

	Program Funding Available	Funding Approved	Funding Spent	Subrecipient Award
US10067 Coastal Zone Management (CZM) Projects of Special Merit (PSM) Competition - FY 2025	\$ 478,000.00	\$ 2,000.00	\$ 10.00	\$ 2,000.00

Award Total **\$ 2,000.00**

4) In this example, the **Amendment Budget Request** is \$2,100, the Agency eCivis user will type the new amount into the **Subrecipient Award** box. This will trigger the **Award Total** box to change automatically from red to grey, which indicates the request can move forward.

Subrecipient Award **Subrecipient Award**

\$ 2,000.00 → **\$ 2,100.00**

Award Total **Award Total**

\$ 2,000.00 → **\$ 2,100.00**

5) Once the **Subrecipient Amendment Budget Request**, the **Subrecipient Award**, and the **Award Total** all match, the Amendment can be processed. Before submitting the Amendment, there is an opportunity to attach documents to both the subrecipient and Agency eCivis user's internal team, depending on the Agency's Amendment protocol. Once complete, the Agency eCivis user will click on the *Approve > button* to send the Amendment to the subrecipient for review/approval.

Save **Approve** **Return to Task Owner** **Reject** **Cancel**

6) The Agency eCivis user can always return the Amendment back to the Agency eCivis user that created the amendment by clicking the *Return to Task Owner > button*. This will send the task back to the Subrecipient Detail Page in the **Award Amendments Section**, which is the section at the bottom of the page. If the Task is returned to the owner the status will read “*Changes Requested*”. At this point the Agency eCivis user can click on the *Edit Amendment link* to begin the process again and repeat the steps above until finalized and the *Approve > button* can be clicked.

Subrecipient Detail

Award Detail

Organization: DOE
 Project: davis test
 Award Manager: Mark OMalley2024
 Award Status: Awarded
 Approval Date: 10/23/2024 - [View Approval Workflow](#)
 Approved Amount: \$2,000.00

Program: Indiana Flood Disaster Group
 Award/Contract Number: 00700_0000121957_00700
 EIN: 12-1234567
 Subrecipient Risk: Low
 Priority: Low
 Award Type: N/A

Manage Subrecipient | Financial Tasks | Subrecipient Monitoring

	Advance	Reimbursement	Total Disbursed	Pending Disbursement
Total Disbursed	\$ 0.00	\$ 10.00	\$ 10.00	\$ 0.00

Award Amendments

Amendment Date	Amendment Type	Current Status	Actions
11/05/2024	Grantor Amendment Approval with Finance	Approved	View Amendment
11/11/2024	Grantor Amendment Approval with Finance	Changes Requested	View Amendment Edit Amendment

7) For more details on the subrecipients responsibilities on completing this task please go to the [Award & Management for Subrecipients User Guide](#).

Conclusion

The description of all the activities in this User Guide is to help the Agency eCivis user understand where Subrecipient task management falls and how to locate those tasks on the correct dashboard.

Definitions

Agency eCivis user – A user of eCivis Grants Network. This is a State of Indiana staff person using the system as a Grantee or Grantor. See Grantee and Grantor.

Agreement – May also be referred to as grant agreement. It is a legal instrument executed to provide financial assistance to a Grantee/Subrecipient. See Notice of Award (NOA).

Applicant – An individual or entity applying to a grant program.

Application – The specific set of forms, documents, and attachments that comprise an Applicant's submission to a solicitation. See Solicitation.

Application Workspace – An Application Workspace is created for authorized Agency eCivis users to view and create their application and evaluation forms outside of any State of Indiana required fields for competitive solicitations. It will also include the budget selected at solicitation, but it is not editable. The Application Workspace allows Agency eCivis users to identify application review team members, make application review assignments, and tabulate review results and scores. See also Solicitation and Zengine.

Award Approval Package – The collection of documents, within a task, which support the finalization of a grant award captured in eCivis Grants Network. This includes an auto-generated award notice from eCivis Grants Network, awarded budget, and goal setting (if enabled as part of the solicitation setup)—along with any specific documents uploaded and provided to the Subrecipient by the Grantor (agreement, further post-award guidance, reporting template, etc.).

Budget – The financial information Applicants are required to submit to the Funder or Grantor detailing how they will spend grant funds, if awarded. This budget is carried over to the awarded grant so that the Grantee or Subrecipient reports financial information at the level of detail required by each grant program.

Cash Match – A portion of project costs not paid by Federal funds as a direct project expense ([2 CFR 200.306](#)). This portion of the project costs are provided as cash from the Indiana State Agency or State of Indiana resources.

eCivis – The software vendor that created eCivis Grants Network (Indiana State Agencies as Grantees/Grantors) and eCivis Grants Portal (Applicants/Subrecipients to Indiana State Agencies' grant programs).

eCivis Project – Project is used in two ways within eCivis Grants Network, Grantee project and Grantor project. See Grantee Project and Grantor Project.

Financial Report (Payment or Reimbursement Request) – The task assigned to a Grantee or Subrecipient to submit financial data. Financial reports can also include payment or reimbursement requests within them. These reports are usually recurring in nature through the grant term.

Grant Amendment – An amendment (either initiated by the Grantor or Grantee/Subrecipient) that will officially change the terms of the agreement. An amendment can edit the scope of work, grant term, or financial information.

Grantee – Persons or organizations who receive funding from another party. Indiana State Agencies operate in the role of a Grantee when they receive funding from external parties like the Federal government. A Grantee is also referred to as a Subrecipient.

Grantee Project – Indiana State Agencies can manage grants that they pursue from pre-award to post-award by creating a project.

Grantor – Persons or organizations that provide grant funding to another party. Indiana State Agencies operate as Grantors when they distribute grant funds to Subrecipients (Grantees). Also, referred to as a Funder.

Grantor Project – A project title is required for each application submitted by an Applicant and an award granted by an Indiana State Agency. The Subrecipient or the Grantor (Indiana State Agency) can edit the project title at any time. The project title is called Project or Project Name in eCivis Grants Network.

Grants Network (GN) – The eCivis name for the software. eCivis also refers to the system as “eCivis,” “eCivis Grants Network,” or “GN.”

Notice of Award (NOA) – A legal document notifying the Recipient that an award has been made and funds may be requested from the awarding agency.

Notice of Funding Opportunity (NOFO) – A formal announcement of the availability of funding through a financial assistance program from an awarding agency.

Period of Performance (Performance Period) – Time interval between the start of an award and the end date. Referred to also as the Grant Term and Project Period.

Portal (eCivis Grants Portal) – The public-facing portal for Applicants of all Indiana State Agency grant programs released in eCivis Grants Network. URL: <https://portal.ecivis.com/#/login>.

Program – The release of funds to Subrecipients. Programs are also referred to as “grant programs.” For example, The Office of Community and Rural Affairs releases a grant program to accept applications for the Community Development Block Grant (CDBG) application.

Recipient – As part of the Grantor award recommendation process performed by an Agency eCivis user in eCivis Grants Network, the Recipient is the Applicant (person or organization) receiving the award directly from the Indiana State Agency. While the Federal definition of ‘Recipient’ does not include Subrecipients—as its definition is strictly being the direct recipient of the Federal funding from the Federal Grantor (i.e., not being a Subrecipient from an entity that received the Federal funding)—within eCivis Grants Network, the Recipient and Subrecipient have been used synonymously. Also, referred to as the Prime Recipient.

Solicitation – The public-facing notification of available grant funding. The solicitation setup in eCivis Grants Network creates either public-facing or internal application content, dependent upon program-specific settings. See Notice of Funding Opportunity (NOFO).

Subrecipient – An entity that receives a grant from an Indiana State Agency utilizing eCivis Grants Network. Also, it can be referred to as a Grantee of the Indiana State Agency.

Task – A system-generated “to do” that must be completed. Tasks can be manually created, or system-generated as part of a workflow. See Workflow.

Workflow – A series of review and approval activities or tasks that must be completed to accomplish specific parts of the grant process, e.g., State Budget Agency (SBA) pursuance approval or financial reports with/without payment/reimbursement requests from Subrecipients.

Workspace – See Application Workspace and Zengine.

Zengine – The third-party tool used for the configuration of online applications, application review forms, assignment of reviewers to applications, and online review and scoring of submitted grant applications. This is also referred to as the Application Workspace.